



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND  
200 STOVALL STREET  
ALEXANDRIA, VA 22332

IN REPLY REFER TO  
ACQ 022C  
5 February 1998

From: Commander, Naval Facilities Engineering Command  
To: Distribution

Subj: PAPERLESS CONTRACTING (8-98)

Ref: (a) ASN(RD&A)ABM Homepage [www.abm.rda.hq.navy.mil](http://www.abm.rda.hq.navy.mil)

Encl: (1) ASN(RD&A)ABM Memorandum of 9 Jan 98

1. The Navy has initiated an aggressive program to implement the Secretary of Defense's paperless contracting directive. The Secretary has established a goal that, by 1 January 2000, the Department will operate a paperless contracting process. The successful implementation of this program is a top priority for the Navy and for NAVFAC Acquisition.

2. Enclosure (1) provides a brief overview of the Navy's newly-established Program Office for Paperless Contracting. This program is an extension of the ongoing efforts under DoD's Standard Procurement System (SPS). The Project Office consists of two Program Managers, one for SPS and one for Paperless Contracting. The SPS Program Manager will focus on complete implementation of SPS in Navy Contracting Offices while the Paperless Contracting Program Manager will focus on developing automated processes in all aspects of contracting as well as integrating those processes with SPS. One example that will be evaluated is automating all phases of the Navy's purchase card program, including invoice reconciliation, transmission to the paying office, and final payment. ASN(RD&A) has expressed its strong interest in finding innovative practices and approaches to paperless contracting, determining the applicability of those practices to other Navy activities, and funding pilots of these promising initiatives.

3. To begin this project, the Navy must first establish a baseline. The Program Office has developed a draft Navy-wide data call. Once the data call format is finalized, we will need your help in quickly responding with valid and accurate information. This draft data call, as well as all information related to this program, is available at reference (a).

4. The ASN(RD&A)ABM Program Office has requested each Systems Command to consider supporting this program by assigning personnel to their office for a detail until 31 December 1999. These individuals would need to be very familiar with NAVFAC's contracting processes. ASN(RD&A) has indicated that these would be reimbursable details. If you have a viable candidate for consideration of such an assignment, please contact Ms. MiChele Stevenson, NAVFAC Acquisition, at (703) 325-9038 or DSN 221-9038.

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5. You will need to designate a point of contact for Paperless Contracting. Please provide your point of contact, along with phone and facsimile numbers, and Internet e-mail address to Ms. Stevenson at [stevensonms@hq.navfac.navy.mil](mailto:stevensonms@hq.navfac.navy.mil).

/s/

ROBERT R. BOYER  
Director, Acquisition

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MEMORANDUM FOR DISTRIBUTION LIST

Subj: PAPER-FREE CONTRACTING

Ref: (a) Under Secretary of Defense (Comptroller) Memorandum dated 21 May 1997  
(b) Under Secretary of Defense (Comptroller) Memorandum dated 29 July 1997  
(c) Deputy Secretary of Defense Memorandum dated 8 December 1997  
(d) Assistant Secretary of the Navy (Research, Development and Acquisition) Memorandum dated 24 December 1997

References (a), (b), and (c) established a Department of Defense-wide goal to move to a paper-free contracting process by 1 January 2000. As stated in reference (d), a paper-free contracting process will allow the Department to simplify and modernize our acquisition process which will help reduce cycle time and administrative overhead, thus freeing up scarce resources for more pressing needs.

The Navy has established a Project Executive Office for Acquisition Related Business Systems (PEO-ARBS) and a Program Office to spearhead our efforts to achieve a paper-free acquisition environment within this short timeframe.

Mr. Brian Reilly has been designated as the Electronic Acquisition 21 (EA21) Program Manager. Mrs. Debbie Streufert is the Deputy Program Manager.

The Program Office is tasked to provide general guidance and oversight in developing a paper-free architecture. The approach will be to encourage innovation by acquisition process owners to make their processes paper-free. Initially, this effort will focus on automating interfaces between processes and improvements within the process itself. Limited funding will be available to migrate successful systems to other commands and to advance the most promising initiatives. Pilots will be used to validate concepts and gain experience from using paper-free methods in the operating environment. Adoption of the most promising alternatives will then be based on demonstrated savings and efficiencies.

Navy-wide support is required to realize a paper-free contracting environment by the year 2000. As a first step in this effort I request that you identify motivated and dynamic personnel to lead this initiative for your command. Provide to us by 14 January 1998 the name, telephone number and email address of your paper-free acquisition point of contact. Email your input to reily.brian@hq.navy.mil. We regret the short response time, but we need to move out quickly on this initiative. Our temporarily assigned telephone numbers are (703) 602-1268 / 9933.

*Elliott B. Branch*

Elliott Branch  
Executive Director  
Acquisition and Business Management

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